DOCUMENT RESUME

ED 413 539 .. CE 075 286

TITLE	Suggestions for Career Exploration and Job Seeking.
INSTITUTION	New York State Dept. of Labor, Albany.
PUB DATE	1997-07-00
NOTE	28p.
PUB TYPE	Guides - Classroom - Learner (051)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Adult Education; Apprenticeships; *Career Education; *Career Exploration; *Job Search Methods; Labor Market; Public Agencies; Resource Materials; State Agencies
IDENTIFIERS	*New York

ABSTRACT

This booklet, which is intended for individuals seeking jobs in New York State, consists of suggestions for career exploration and job seeking. The booklet begins with a brief discussion of places to begin a job search: New York State Job Service and community service centers; schools and community organizations providing free advice; libraries; advertisements; counseling and testing; federal and New York state government publications; private publications; unions and professional associations; and employers. The following topics are discussed in the remaining sections: the Department of Labor's home page; America's Job Bank; New York's WORK Station (a computer application used to help people conduct broad-based, extensive job searches); the New York State Department of Labor's electronic bulletin board systems; industries and occupations with the most expected growth; common job search methods; apprenticeship; steps in completing an employment application; questions employers cannot legally ask in New York state; resumes; job interviews; job-seeking tips for out-of-state residents; 12 sources of assistance (including information about the labor market, education and training opportunities, and financial assistance for education); 10 publications available from the New York State Department of Labor; and addresses of the New York State Department of Labor's labor market analysts and apprentice training offices. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CE

ED 413 539

Suggestions

for CAREER EXPLORATION and JOBSEEKING

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

- This document has been reproduced as received from the person or organization originating it.
- Minor changes have been made to improve reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

J. Stapholz

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

State of New York
George E. Pataki, Governor

BEST COPY AVAILABLE

CE025266

New York State Department of Labor
Division of Research and Statistics
W. Averell Harriman
State Office Building Campus
Albany, NY 12240

Thomas A. Rodick, Director

July 1997

Developed in cooperation with the New York State Occupational Information Coordinating Committee.

BEST COPY AVAILABLE

CONTENTS

	Page
How to Start Your Job Search	1
The Department of Labor's Home Page	4
America's Job Bank	5
The WORK Station	6
Bulletin Board System	7
Where the Jobs Are	8
Common Job Search Methods	9
Apprenticeship	10
Completing an Employment Application	11
Questions Employers Cannot Legally Ask in New York State	13
The Resume	14
Sample Resume	15
The Job Interview	16
Jobseeking Tips for Out-of-State Residents	18
Sources of Assistance	19
Selected Publications	21
Labor Market Analysts	22
Apprentice Training Offices	23

HOW TO START YOUR JOB SEARCH

Use your New York State Job Service and Community Service Centers: Their services are free! Jobseekers were matched with more than almost 170,000 jobs in 1996. Job Service offices and Community Service Centers provide information, counseling, testing, placement, and training services. These offices and centers are found throughout the State. Many locations have job- and career-related publications, video libraries, Civil Service exam information and computer programs containing career information. These include Jobs Plus, a touch-screen computer which displays information on employment opportunities and other labor market information.

Use Your Library: It's a valuable resource! Your local library is an excellent place to start. Some libraries have Job Information Centers; some have listings of local job orders from the Job Service and Community Service Centers and computerized career information systems. Many libraries offer computer Internet access and classified ad sections from major newspapers across the country for use by jobseekers. Some libraries have audio and video aids, career counselors, resume and jobseeking workshops, and guest speakers. Your local library should also have a Directory of Counseling Services. All have a large number of reference books useful to the jobseeker or the career explorer.

Free Advice: Don't neglect it! Try high school and college placement centers and counseling offices. Also helpful are jobseeking and career workshops sponsored by many organizations including libraries, community action groups, and churches. Ask unions, employers, professional associations, or friends and relatives who work in the field for advice; often they are more than happy to talk about their work. Check community and library bulletin boards. Don't forget to develop a job search network of your own. Tell everyone you know that you are looking for a job and ask them to help you find one. With many people helping you look, your chances of finding a job are much greater!

Newspaper, Professional and Trade Journal Ads: Check the classified ads -- especially those in the Sunday edition of newspapers in areas where you are interested in working. Ads may give you an idea of who is hiring, what types of jobs are in demand, and what salaries are being offered.

Counseling and Testing: Learn more about yourself. What are your skills and interests? If you are in high school, check with your guidance counselor about aptitude and interest testing. Your high school guidance office and certain libraries have job information centers that offer computerized career information delivery systems (CIDS) to help you explore the careers and occupations that interest you. These systems go by trade names such as Discover, CHOICES, GIS, C-LECT, and SIGI. Check the yellow pages for testing/counseling services -- usually under "vocational guidance" or "career counseling." Universities may offer career testing/counseling services for a fee.

Federal Government Publications: Check your library or Job Service office.

Published by the U.S. Department of Labor:

- *Occupational Outlook Quarterly*
- *Occupational Outlook Handbook*
- *Exploring Careers*
- *Guide for Occupational Exploration*

New York State Government Publications: Check your library, Job Service office, or Community Service Center, or contact us.

- *The Jobseeker*
- *Job Clips*
- *Your Winning Edge*
- *Is Your Resume A Dinosaur?*
- *Occupational Guides*
- *Your Business* -- contact the Empire State Development Department

Private Publications: These can be found in local bookstores and your public library:

- *How to Make the Right Career Moves*, 1990 - by Deborah Bloch
- *How Do I Find the Right Job? Ask the Experts*, 1990 - by David Bowman
- *Get The Job You Want: Successful Strategies for Selling Yourself in the Job Market*, 1990 - by Signe Daynoff
- *Landing Your First Job Out of College: The Ultimate Job Hunting Handbook*, 1993 - by Matt Gordon
- *The Career Match Method: Getting the Job You Want - in the '90s*, 1992 - by William Johnson
- *Ready, Aim, Hired: Develop Your Brand Name Resume*, 1991 - by Allan Karson
- *Get a Better Job!*, 1990 - by Ed Rushlow
- *Job Hunting After 50: Strategies for Success, 1991* - by Ray Samuel
- *Cover Letters They Don't Forget*, 1992 - by Erick Martin
- *The Five Secrets to Finding a Job*, 1994 - by Barbara Siegel

Contact Unions and Professional Associations: Many unions and professional associations offer free services to help people who are interested in careers in their fields. Also check trade, professional, or industrial publications, often available in your library. To find the appropriate union or association, consult reference books in your library such as:

- *Encyclopedia of Associations*
- *National Trade and Professional Associations of the United States and Canada*
- *Directory of Employee Organizations*

Contact Employers Directly: For the full name, address, and phone number of firms in your field, consult:

- *Thomas Register of American Manufacturers*
- *Standard and Poors Register of Corporations, Directors, and Executives*
- *Telephone Directory*

(Use the white pages if you know the name of the business. Use the yellow pages if you want to contact firms such as restaurants, temporary help, educational services, social services, etc.). If employers tell you that they are not hiring now, ask them if they know of firms that are hiring in your field.

A Final Tip -- Stay in School! Get that Diploma: It's no longer assured that you will get a good job with just a high school or even a college diploma, but it is still a good hedge to have one. It's never too late to go back to school or get your General Equivalency Diploma (GED). Regardless of education, don't panic or become discouraged -- persist! Though degrees can be important for some jobs, experience and skills are still your best selling points.

THE DEPARTMENT OF LABOR'S HOME PAGE

By accessing the New York State Department of Labor's Home Page on the World Wide Web, jobseekers can gain valuable information that includes **updated job openings, tips for obtaining employment, and guidance for choosing a career.** The address for this award-winning site is ***www.labor.state.ny.us***.

Under the heading, "Services for Individuals," the Page features a number of subheadings, four of which lead to valuable jobseeking information. Following is a summary of the opportunities that each provides.

Looking for a Job?

- Continually updated job bank that provides information on available employment opportunities within New York State for all occupations
- Links to similar services in other states and to a national job bank

Need Career Guidance?

- Assistance in choosing a suitable career locating a job in that field
- Advice for acquiring job skills

Need Pointers Before Looking for a Job?

- Career planning, job search, entrepreneurial assistance, and sites on the WORLD WIDE WEB
- On-line job listings
- Job-related directories

What's Happening in the Job Market?

- Resume-writing assistance
- Job-related publications, software listings and order forms
- Wage rates for various occupations
- Information on how to access electronic bulletin board systems
- Contact information for regional information specialists

Looking for Apprenticeship Opportunities?

- Current apprenticeship openings
- Apprenticeable occupations
- Local apprenticeship training offices

AMERICA'S JOB BANK

America's Job Bank is a free, computerized service of the U.S. Department of Labor Employment Service that links over 2,000 state Employment Service offices nationwide. This network provides jobseekers with information on work opportunities, salary, employer requirements, job duties, and job locations.

The Job Bank enables users to conduct a personal job search of its extensive database which contains over 100,000 private sector jobs and over 2,000 federal listings. More than 1,100 occupations are listed in America's Job Bank. These job openings represent all types of work -- from professional and technical to blue collar, from managerial to clerical and sales.

America's Job Bank can be accessed via the Internet (Address: AJB.DNI.US) or through computer WORK Stations available at your local Job Service office. See the description of the WORK Station that follows.

THE WORK STATION

The WORK Station is a computer application that is used to assist people in conducting a broad-based, extensive job search. The system enables a user to proceed at his or her own pace and access information on occupations, labor market conditions and trends, and education and training opportunities. The following information is available through the WORK Station:

Job Openings: A current file on job openings, statewide, nationally or in specific geographical areas. Also contains information about enlistment opportunities in the U.S. Armed Forces.

Civil Service Exam Announcements: A file of New York State Civil Service open competitive exams for which the State is currently seeking candidates.

Education and Training: A file of education and training courses at public and private institutions, which can be specified by location and field of study.

Labor Market Information: Provides employment conditions and trends in specific geographical locations in New York State and information on particular occupational areas.

Job-related Services: Information on selected services of the Department of Labor and tips on jobseeking activities.

The WORK Station is available at New York State Department of Labor Community Service Centers all around the State. For information about using the WORK Station, contact the Department of Labor office nearest you.

BULLETIN BOARD SYSTEM

The New York State Department of Labor's Division of Research and Statistics operates 10 electronic bulletin board systems around the State. Jobseekers with access to a personal computer and a modem can dial up any of these bulletin boards 24 hours a day, 7 days a week. The only associated expense is the price of the telephone call.

Typical information posted on these bulletin boards includes listings of job openings, information about jobs most in demand, commonly-asked questions about Unemployment Insurance and the answers to them, information about starting a business of your own and resources available to help you succeed, facts about New York State labor laws, and much more.

The locations and telephone numbers of the electronic bulletin board systems follow:

BBS Location	BBS Phone Number	Counties Covered
Saratoga Springs, NY	518-581-8332	Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren
Syracuse, NY	315-479-3431	Cayuga, Cortland, Onondaga and Oswego
Rochester, NY	716-258-8898	Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates
White Plains, NY	914-997-8797	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester
Hicksville, NY	516-433-3804	Nassau and Suffolk
Utica, NY	315-793-2336	Fulton, Herkimer, Madison, Montgomery, Oneida and Schoharie
New York, NY	212-352-0052	Bronx, Kings, New York, Queens and Richmond
Saranac Lake, NY	518-891-0979	Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence
Binghamton, NY	607-741-4524	Broome, Chemung, Chenango, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins
Buffalo, NY	716-851-2798	Allegany, Cattaraugus, Chautauqua, Erie and Niagara

WHERE THE JOBS ARE

Job opportunities in New York State will occur in a variety of industries and occupations in the coming years. Most of these openings will occur when people leave their jobs and replacements are needed, rather than when new jobs are added.

The industries and the occupations with the greatest number of job openings are presented below. They are listed so you will have an idea of industries or jobs that will be needing workers in the future.

Industries With the Most Expected Growth
New York State, 1995-1998

1. Business services (advertising, temporary help, computer services, rentals and leasing)
2. Amusement and recreation services
3. Restaurants
4. Engineering and management services
5. Motion pictures
6. Securities
7. Social services (counseling, job training, child and elderly day care, retirement homes)
8. Educational services
9. Nursing homes
10. Food stores

Occupations With the Most Expected Openings
New York State, 1995-1998

Professional and Technical

1. Teachers, secondary school
2. General managers and top executives
3. Producers, directors, actors, entertainers
4. Systems analysts
5. Financial managers
6. Accountants and auditors
7. Registered nurses
8. Teachers, special education
9. Artists and commercial artists
10. Marketing, advertising, public relations managers

Nonprofessional, Nontechnical

1. Cashiers
2. Salespersons, retail
3. Waiters and waitresses
4. Janitors and cleaners
5. Clerks, general office
6. Secretaries, except legal and medical
7. Guards
8. Home health aides
9. Maintenance repairers
10. Receptionists, information clerks

Persons desiring the complete listing of occupations and projected job openings should request the publication, *Occupational Outlook, New York State*. (To order, see page 21.)

COMMON JOB SEARCH METHODS

You will probably use several different job-search methods as you seek employment. Below are some of the most common methods used by other jobseekers.

- Apply directly to employer (39.4%)
- Answer or place a newspaper advertisement (22.1%)
- Use a public employment service (20.6%)
- Ask a friend or relative about positions (19%)
- Use a private employment service (6.7%)
- Other (8.4%)

The numbers in parentheses indicate the percentage of jobseekers using the particular method. The data are based on a study by the U.S. Department of Labor, Bureau of Labor Statistics. Percentages add to more than 100 percent because jobseekers typically use several methods at the same time.

APPRENTICESHIP

If you like the challenge of learning a new skill, if you have matching aptitudes, and if you like to earn while you learn, a registered apprentice training program could be for you.

Apprenticeship is a training system for learning a skilled occupation by combining on-the-job training (practical, paid experience) with related technical instruction. The length of training varies from one to six years, depending on the occupation. Training is provided under the guidance of experienced, skilled workers.

To become an apprentice, you must be 18 years old, or 16 years old and have parental approval. A developing trend in workforce preparation is School-to-Work apprenticeship training. This may enable high school-age youth to learn about skilled occupations and make informed career decisions.

The apprentice becomes part of the employer's workforce. Beginning wages paid to the apprentice are typically about 40 percent of the skilled worker's rate. Increases are given at periodic intervals based on the acquired skills. When training is completed, apprentices receive the full skilled worker's wage.

There are potential opportunities for apprentices in about 300 registered apprenticeable occupations in New York State. A few of the traditional occupations are sheet metal worker, electrician, carpenter, machinist, printer, tool and die maker and plumber. Today, however, apprenticeships are also responding to more diverse industry needs and becoming popular training methods for health-related careers, high-technology and high-performance manufacturing positions, and service occupations.

Registered apprenticeship training programs may be conducted by a single employer, a group of employers, or jointly by a union and employers. Programs may be conducted in union and nonunion-affiliated ships and may be large or small. Current apprenticeship opportunities and more information may be accessed by:

- Calling the apprenticeship field office (see Appendix) or Community Service Center nearest your home.
- Accessing the apprenticeship page of the New York State Department of Labor Internet site: http://www.labor.state.ny.us
- Using the JOBS PLUS computer terminals at Community Service Centers, libraries and some shopping centers.

COMPLETING AN EMPLOYMENT APPLICATION

You will almost always be asked to complete an employment application, sometimes right on the spot. Therefore, it's important that you remember some helpful hints about completing the job application. Because it is the first thing an employer sees about you, a carefully completed job application is critical to your being called for an interview.

Tips for Filling Out a Job Application

Be complete: Most application forms ask similar questions, so have the following information with you: address, phone number, social security number, school history, work history and references. Answer all questions, and give some detail as to what you did -- don't just list a job title.

Be neat: Print or type. Don't smudge an application. Make sure the employer can read it. The employer may view the application as a sample of your work.

Be reasonable: Don't ask for more money than you can reasonably expect to get. Do some research on what the pay generally is for that type of work. Be flexible about the hours you are willing to work. Refer to the *Occupational Wages* publication for guidance. (To order, see page 21.)

Be truthful: An employer-employee relationship must be based on trust. If you lie or exaggerate in answering a question, you could get tripped up, or it may show in your face when you are interviewed. You should emphasize your qualifications and remember that you don't have to volunteer unfavorable information unless asked, or if you feel you must.

Requirements for New Employees

Under the provisions of the Immigration Reform and Control Act, you are required to provide your new employer with acceptable documentation which will establish your identity and your eligibility for employment in the United States.

To meet the requirements of the law, you may provide any one document listed in Group A. If you do not possess any one of these, you must provide any one document from both Group B and Group C.

Group A. These establish your identity and your employment eligibility.

- U.S. Passport (unexpired or expired)
- Certificate of U.S. citizenship
- Certificate of Naturalization
- Unexpired foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photo

- Unexpired Temporary Resident Card
- Unexpired Employment Authorization Card
- Unexpired Reentry Permit
- Unexpired Refugee Travel Document
- Unexpired Employment Authorization Document issued by the INS, with photo

Group B. These establish identity only.

If you are age 18 years or over

- State-issued driver's license, or ID with photograph, or with name, date of birth, sex, height, eye color, and address
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Voter's registration card
- School ID, with photo
- Native American tribal document
- Canadian's driver's license
- ID card issued by federal, state, or local government agencies or entities, with photo or with name, date of birth, sex, height, eye color, and address

If you are under age 18

- School record or report card
- Clinic, doctor, or hospital record
- Daycare or nursery school record

Group C. These establish employment eligibility only.

- U.S. Social Security Card
- Unexpired employment authorization document issued by INA (other than those listed under A, above)
- Native American tribal document
- U.S. Citizen ID card
- Certification of Birth Abroad issued by the Department of State
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- ID card for use of Resident Citizen in the United States

QUESTIONS EMPLOYERS CANNOT LEGALLY ASK IN NEW YORK STATE

As a general rule, employers can ask applicants only job-related questions. Questions that an employer cannot legally ask are related to, but not limited to:

- Race, color, creed, or national origin
- Age, except to ask if you are under 18
- Sex
- Disabilities
- Arrest record -- but an interviewer may ask about any convictions
- Marital status

You may volunteer any of the above information. Check with the nearest office of the New York State Division of Human Rights if you have questions or complaints. For local offices in major cities, consult your telephone directory, or call the Attorney General's Civil Rights Bureau at (212) 416-8240.

THE RESUME

A personal resume is simply a fact sheet telling who you are and what you've done. It is an important tool in the job-hunting process. Resumes are most often required for professional or technical jobs.

A resume can familiarize an employer with your background, present your qualifications for a specific job, and help to get you an interview. An ideal resume is usually one page long and should contain at least the following information:

- Full name, address, and phone number.
- Occupational goal, or a description of the job you are applying for.
- Educational background, including school(s) attended, major subjects or vocational areas, and diplomas, licenses, or certificates received.
- Work history, including military experience and civilian experience, employer names and addresses, your job(s), dates of your employment. You may also include job duties and accomplishments.
- References, names and addresses of people -- usually two -- who know your background and who will recommend you. You may also simply state, "References available upon request."
- Other helpful information such as: special skills, union memberships, personal achievements, membership in trade or professional societies, and languages spoken.

For a sample resume, see the following page.

Always enclose a cover letter when you mail out a resume. A cover letter introduces you and requests an interview or appointment with a prospective employer. It should be written in a business-letter format. The purpose of a cover letter is to get the employer to look at your resume. The purpose of a resume is to get the employer to look at you.

For additional information and other examples of resumes, see *Your Winning Edge* and *Is Your Resume a Dinosaur?* These two publications are available from the New York State Department of Labor, Division of Research and Statistics, State Office Building Campus, Building 12, Room 401, Albany, New York 12240, Telephone: (518) 457-1130. These publications may also be available at your local Job Service office, Community Service Center, or library.

SAMPLE RESUME

John H. Doe
11 Washington Avenue
Albany, New York 12210
518-555-1211

Objective: To obtain a management position in retail sales.

Highlights of Qualifications:
Nine years' experience in sales.

- Earned honors for highest commissioned sales.
- Proven skills in problem-solving and customer relations.
- Self-motivated and well-organized.

Professional Experiences:

Salesperson

- Sold radios, television sets and other household appliances to customers.
- Explained features of appliances.
- Increased sales by 25 percent by targeting new customer base.
- Advised customers as to the quality of the equipment.
- Checked merchandise deliveries against packing slips.
- Posted daily sales from sales slips onto inventory sheet.

Teller

- Received and paid out money.
- Kept record of money and negotiable instruments involved in financial transactions.
- Received checks and cash for deposit.
- Placed holds on accounts for uncollected funds.
- Balanced currency, coin and checks, in cash drawer at end of shift, using calculator, and computed totaled amounts with data displayed on computer screen.

Clerk

- Filed records in alphabetical or numerical order.
- Read incoming material and sorted according to file system.
- Kept records of merchandise sold and received.
- Traced missing orders.

Work History:

Salesperson	Ace and Smith Electronics	Troy, NY	1/91 - 3/95
Teller	Acme Savings Bank	Albany, NY	9/89 - 9/91
Clerk	Divinny's Department Store	Albany, NY	10/88 - 10/89

Education:

Hudson Valley Community College
Associate Degree in Business Management

THE JOB INTERVIEW

Know yourself! Make a list of your interests, aptitudes, qualifications, even hobbies. Write out another list of your immediate and long-range goals. Think about them and practice discussing them so that you will be prepared to talk about them briefly and clearly during any job interview. Know the general range of wages, hours, working conditions, and types of jobs that you would accept. Aim high, but have realistic and reasonable job expectations.

Know something about the company! The more you know about the company, the better the idea you will have on how you can fit in and be useful. Try to get a company brochure through the company's public relations office, or visit your library for information.

Be prepared to answer such questions as: ***Why do you want to work for this company?*** (Earn a wage? Learn a trade? Have a career?) ***Tell me something about yourself.*** (Why should we hire you? What do you have to offer?) ***What do you expect to be doing and how much do you expect to be earning in five years?*** (Do you plan for the future? Will you stay with the company?)

Check your appearance! Employers are people, and they respond to a clean, neat-looking jobseeker. Wear appropriate clothing. Avoid too much makeup and jewelry or strong perfume/after-shave lotion. Chewing gum and smoking are out. Sit up straight.

Go alone! The employer is interested in you, not in your friends or family. (Can you act on your own?)

Bring your resume! The resume will help the interviewer to get to know you and remember you. Some employers may also require you to fill out a job application or take a test. Do so neatly and accurately; this is another way to make a good impression.

Bring any necessary documents, such as your social security card, driver's license, proof of citizenship or legal residence status, diplomas, awards, and letters of recommendation.

Arrive early, but not too early. A few minutes ahead of time is sufficient.

During your interview, be alert but relaxed! This is very important. If you appear uptight, afraid, uncomfortable, or unhappy, it could work against you. Look the interviewer in the eye, listen to the questions, think a moment for the best answers, and speak up clearly and confidently. Bring up anything you would like the interviewer to know about you, if you are not asked. Make your point, but beware of appearing too aggressive. It is unwise to mumble, argue with the interviewer, complain about former bosses or your home life, or appear to be hiding something.

Show qualities and attitudes of a good worker! Employers are impressed by signs that you will have good work habits such as: reporting to work on time, willingness to work, maturity, interest in the job, politeness, confidence, enthusiasm, dependability, loyalty, flexibility, and the ability to get along with others. Surveys say that many employers are looking for people with good work habits and attitudes, even more than people with other good skills. Let your words and actions show the interviewer that you will be a good employee, and that you really want to work for the company.

After your interview, say thank you! Make sure the interviewer knows where you can be reached so you can get the earliest possible decision on the job. Thank the person, by name, for his or her time, give a firm handshake, and leave.

Follow up! Send a thank-you note or telephone the interviewer three to four days after your interview. Most people will be pleasantly flattered by this touch and it may improve your chances for the job.

JOBSEEKING TIPS FOR OUT-OF-STATE RESIDENTS

If you are interested in employment opportunities in New York State, but you do not live in New York, this information may be helpful to you.

The best way to find a job is to visit New York State and personally conduct a job search. Perhaps you could combine your vacation with a job search. If you are presently employed, we strongly suggest that you do not quit your job until you find suitable employment here. Should you come to New York, we recommend that you begin your search by visiting one of our Job Service offices or Community Service Centers; they do not charge a fee of any kind for services to applicants or employers.

Be sure to prepare a brief, clearly written resume summarizing your education, skills, career objectives, work experience, and other pertinent information about yourself. Have an adequate number of copies available to give to employers when you conduct your job search.

If you cannot visit New York State, go to the nearest Job Service office in your own state. Ask to view the America's Job Bank listing. Each week, job openings from throughout the country are placed on this listing and distributed to every Job Service office nationwide -- including Hawaii, Alaska, Guam, Puerto Rico, and the Virgin Islands. The listing is now available on the Internet (address: AJB.DNI.US) as well as on the Department's WORK Station. If you do see an opening which you qualify for, ask the interviewer for details. To find out more about this process, contact your nearest state Job Service office. The address and telephone number can be found in your local telephone directory under the "State Government" listing.

You may obtain Sunday editions of newspapers for areas you are interested in and check the Help-Wanted section. Most cities have news dealers or public libraries that carry such papers. Also, examine the out-of-town telephone directories in your public library. Telephone directories can be a great help in a job search. You might also write to the local Chamber of Commerce for general information about the area; sometimes useful maps or brochures are also available.

If you know the occupation(s) you are interested in and the names of some potential employers, you might contact them or send your resume with a cover letter explaining your interest in their companies, your availability, and your desire to be considered for an opportunity in your field. You may also wish to visit the companies.

To find out more about New York, we suggest you acquire the very informative *I Love New York Travel Guide* from Empire State Development, Division of Tourism, One Commerce Plaza, Albany, New York 12245.

SOURCES OF ASSISTANCE

For federal job openings, contact the U.S. Civil Service Commission, Washington, D.C. 20415. Also, many post offices have federal job information.

For New York State government openings, contact the New York State Department of Civil Service, State Campus, Building 1, Albany, New York 12239, Telephone: (518) 457-2487. Community Service Centers list openings on the Jobs Plus network. Also, contact local Job Service offices.

For labor market information and statistical studies, contact New York State Department of Labor, Division of Research and Statistics, Bureau of Labor Market Information, State Campus, Building 12, Room 488, Albany, New York 12240, telephone: (518) 457-3805.

For free travel and camping guides, New York City travel guide, and State highway map, contact Empire State Development, One Commerce Plaza, Albany, New York 12245, Telephone: (518) 474-6950.

For career and occupational information, State Occupational Information Coordinating Committee, New York State Department of Labor, State Campus Building 12, Room 488, Albany, New York 12240, Telephone: (518) 457-3800.

For educational opportunities, contact the admissions or guidance office of the local school district, vocational technical school, BOCES, community college, or university in your area for information. Check the telephone book for listings. Also, check libraries for school catalogues and computerized career information systems.

For employment training/retraining opportunities, contact the nearest Job Service office or Community Service Center as well as local city and county government agencies offering employment and training programs. Consult your telephone directory.

For assistance in case of discrimination because of age, race, or sex, contact the New York State Division of Human Rights, 55 W. 125th Street, New York, New York 10027, telephone (212) 961-8400. For local offices in major cities, consult your telephone directory, or call the Attorney General's Civil Rights Bureau at (212) 416-8240.

For private vocational schools, contact the Bureau for Proprietary Vocational Schools, State Education Department, Room 9B30, Cultural Education Center, Albany, New York 12230, telephone: (518) 474-3969.

For financial assistance for higher education, Tuition Assistance Program (TAP), PELL Grants, Scholarships, Guaranteed Student-Parent Loan Assistance, contact Higher Education Assistance Corporation, 99 Washington Avenue, Albany, New York 12255, telephone: (518) 474-5642.

For continuing education, contact The Office of Continuing Education, Education Building, Room 307, Washington Avenue, Albany, New York 12234, telephone: (518) 474-5808.

For obtaining a General Equivalency Diploma (GED), contact the Division of Adult and Continuing Education Programs, P.O. Box 7348, Albany, New York 12224, telephone: (518) 474-5906.

SELECTED PUBLICATIONS

Directory of Labor Market Information. Describes selected Department of Labor publications, statistical series, and provides contacts for labor-related topics.

The Jobseeker. The best single source of information for a young jobseeker. Provides information on work skills, career selection, and jobseeking strategies.

Job Clips. This supplement to *The Jobseeker* gives overviews of 175 occupations.

Your Winning Edge: Provides tips on how to prepare a resume and includes sample resumes.

Is Your Resume A Dinosaur? Describes how to reformat the traditional resume in order to make it compatible with the types of resume scanning software increasingly used by employers.

Median Wages by Occupation (for the U.S.) Provides national wages for many common occupations.

Occupational Wages. Provides local, regional, and statewide wages for many occupations.

Occupational Outlook. Explains how many people will be employed in various occupations, and the number of job openings expected per year in each occupation for the next several years.

Occupational Guides. A set of trifolds, each containing a very brief description of a different occupation.

Tomorrow's Jobs, Tomorrow's Workers. Provides information on economic conditions and the occupational supply and demand by geographic region. Each of these reports includes a table of occupations in demand that describes characteristics of occupations that have better-than-average employment prospects.

To request any of these publications, please write to:

New York State Department of Labor
Division of Research and Statistics
Publications Unit, Room 401
State Office Building Campus
Albany, New York 12240

LABOR MARKET ANALYSTS

Local Labor Market Analysts are "information specialists." The New York State Department of Labor employs Labor Market Analysts in 10 major cities across the State. They can help jobseekers by providing wage data, career information, lists of demand occupations and much more.

Analysts may be contacted by writing to the New York State Department of Labor, Bureau of Labor Market Information, at the addresses shown below.

Capital District Region
(Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren and Washington counties)

Saratoga Mall
3035 Route 50
Saratoga Springs, NY 12866
Office: (518) 587-8508

Hudson Valley
(Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties)

30 Glenn Street
White Plains, NY 10603
Office: (914) 997-9571

New York City
(Bronx, Kings, New York, Queens and Richmond counties)

PO Box 669, Mail Stop 8D
New York, NY 10014-0669
Office: (212) 352-6666

Western New York
(Allegany, Cattaraugus, Chautauqua, Erie and Niagara counties)

290 Main Street
Buffalo, NY 14202
Office: (716) 851-2742

Central New York
(Cayuga, Cortland, Onondaga and Oswego counties)

450 S. Salina Street
Room 301
Syracuse, NY 13202
Office: (315) 470-3388

Long Island
(Nassau and Suffolk counties)

303 W. Old Country Road
Hicksville, NY 11801
Office: (516) 934-8559

North Country
(Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence counties)

11 St. Bernard Street
Saranac Lake, NY 12983
Office: (518) 891-6680

Statewide
Data for New York State as a whole may be obtained by contacting:

Bureau of Labor Market Information
State Campus
Building 12, Rm 488
Albany, NY 12240
Office: (518) 457-3800

Finger Lakes
(Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates counties)

130 West Main Street
Rochester, NY 14614
Office: (716) 258-8870

Mohawk Valley
(Fulton, Herkimer, Madison, Montgomery, Oneida and Schoharie counties)

State Office Building
207 Genesee Street
Room 604
Utica, NY 13501
Office: (315) 793-2282

Southern Tier
(Broome, Chemung, Chenango, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins counties)

2001 Perimeter Road East
Suite 3
Endicott, NY 13760
Office: (607) 741-4485

NEW YORK STATE DEPARTMENT OF LABOR
APPRENTICE TRAINING OFFICES BY REGION

Region	Counties	Phone	FAX
Capital State Office Bldg. Campus Bldg. 12, Room 226 Albany, NY 12240	Albany, Clinton, Columbia, Essex, Greene, Rensselaer, Saratoga, Schenectady, Warren, Washington	518-457-5701	518-457-7369
Central 450 S. Salina Street Syracuse, NY 13202	Cayuga, Cortland, Jefferson, Lewis, Onondaga, Oswego	315-479-3228	315-479-3217
Finger Lakes Room 417 155 W. Main Street Rochester, NY 14614	Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates	716-258-4507	716-258-4588
Hudson Valley 30 Glenn Street White Plains, NY 10603	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	914-997-9534	914-287-2058
Long Island 303 W. Old Country Rd. Hicksville, NY 11801	Nassau, Suffolk	516-934-8525	516-934-8586
Mohawk Valley 207 Genesee Street Room 603 Utica, NY 13502	Fulton, Hamilton, Herkimer, Madison, Montgomery, Oneida, St. Lawrence, Schoharie	315-793-2296	315-793-2514
New York City PO Box 674 345 Hudson Street New York, NY 10014-4502	Bronx, Kings, New York, Queens, Richmond	212-352-6737	212-352-6741
Southern Tier Glendale Technology Park Building #16 Endicott, NY 13760	Broome, Chemung, Chenango, Delaware, Otsego, Schuyler, Steuben, Thompkins, Tioga	607-741-4566	607-741-4529
Western 290 Main Street Room 224 Buffalo, NY 14202	Allegany, Cattaraugus, Chautauqua, Erie, Niagara	914-997-9534	914-287-2058